



Job Title: Communications & Development Associate Supervisor's Title: Director, Communications & Development Department: Communications	FLSA Status: Part-time Non-Exempt Revised: 08/15/2019
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General Summary: Under the direction of the Director of Communications and Development, the Communications & Development Associate provides administrative support for the fundraising, public relations and communications activities at Christ Community Health. This is a part time position.

Major Areas of Responsibility:

Processes donations and generates receipts and thank you letters/acknowledgements

1. Enters donations accurately into database daily
2. Prints and mails thank you/letters acknowledgements within 2 business days of receipt of gift
3. Manages donor database

Maintains foundation/grant database

1. Monthly report of foundation research
2. Tracks deadlines for applications each month

Assists with researching, preparing and writing grant applications

1. Reports monthly on appropriate foundation and corporate grant/sponsor candidates
2. Reports weekly on pending application deadlines

Maintains donor mailing lists

1. Accurately enters new donor information into database and email platform
2. Audits newsletter mailing list annually
3. Audits email mailing list annually

Generates fundraising reports for board, accounting and other departments

1. Generates weekly donation reports
2. Generates monthly donation reports

Assist with gathering content for newsletters, social media and website

1. Assist or conduct at least 8 patient interviews per year
2. Transcribe patient interviews
3. Store patient photos and videos in media library

Assists with event planning

Assists with newsletters and other communication activity

Required Knowledge, Skills, Abilities:

1. Extensive knowledge of Microsoft Office.

2. Excellent written and verbal communication skills.
3. Comfortable interacting with donors, staff, patient, sponsors, etc.
4. Experience planning and coordinating special events.
5. Able to work in a fast-paced, rapidly growing organization.

Education and Experience: This position requires a Bachelor's Degree in Business Administration, Marketing, Public Relations or a related field. At least three years' experience required. Non-profit experience helpful but not required.